1. PURPOSE

This Departmental Manual (DM) establishes the procedures for preparing, coordinating, submitting, and distributing temporary and permanent Departmental Directives as described in Departmental Regulation (DR) 0100-001, Departmental Directives System.

2. SPECIAL INSTRUCTIONS/CANCELLATIONS

a. This DM supersedes DM 0100-001, Procedures for Preparing Departmental Directives,
dated December 20, 2006.

b. All Departmental directives must be prepared using the Department’s enterprise word processing solution.

c. Departmental directives that are not sensitive in nature or do not expose USDA to security risk will be posted to the USDA Directives system Web site and will be considered the authoritative official versions of the directives.

3. CONTENTS AND FORMAT REQUIREMENTS

The following information is needed when preparing Departmental directives. Additional requirements and best practices information will be provided in a companion *Departmental Directives Style Guide*.

a. Section Information

(1) The basic unit of text in a directive is the numbered section. A numbered section may consist of a single paragraph or several paragraphs and/or subparagraphs. Subparagraphs are used to separate complex issues within paragraphs or to list conditions, exceptions, or procedures.

(2) If paragraphs are subdivided, there must be at least two subparagraphs for every subsection level.

(3) Additional Sections/Subsections. Additional sections and subsections can be used, as appropriate, to present the substance of the directive. The optional sections/subsections should be arranged in order of workflow occurrence, relative importance, or other logical sequence of presentation.

b. Required Sections

(1) **Purpose.** This is the first section in a directive. Briefly state the reason for the directive. References to relevant laws, Executive Orders, external directives, etc., should be made in this section. If references are lengthy, it is recommended that the information be provided in an appendix to avoid interrupting the readability and flow of the directive. The Purpose section applies to DNs, DRs, DMs, DGs, and SMs.

(2) **Scope.** Briefly state the mission area(s), agency(ies), staff office(s), and/or group(s) to which the directive applies. The Scope section applies to DNs, DRs, DMs, and DGs.

(3) **Special Instructions/Cancellations.** This section describes important notes of interest that impact the use or execution of the directive (e.g., cancellation of
previous directives, directive implementation timeframes). The Special Instructions/Cancellations section applies to DNs, DRs, DMs, and DGs.

(4) **Policy.** This section provides a brief summary of the principal policy promulgated in the directive. It may contain subsections to more clearly delineate the “who,” “what,” and “when” that describe and identify specific compliance requirements. The Policy section applies to DNs and DRs. If a Policy section is included in a DM or DG, use it only provide a sentence to reference or point to the overarching policy DR.

(5) **Procedures.** This section identifies the processes for accomplishing the directive’s purpose by providing step-by-step or “how to” guidance. Information in this section is typically lengthy, detailed, and procedural in nature. It may contain subsections to more clearly describe the information being provided. The Procedures section applies to DMs, DGs, and occasionally DNs. If a Procedures section is included in a DR, use it to provide a sentence to reference or point to the companion procedural DM(s).

(6) **Roles and Responsibilities.** This section identifies the responsible officials, offices, agencies, and functional specialists and describes their duties as it relates to the specific directive. The Roles and Responsibilities section applies to DNs, DRs, and DMs. If used in a DM, this section may not be used to establish new policy, and may only impose incremental roles and responsibilities pertinent to the processes or procedures delineated in the DM that were not identified in the DR. DGs may not establish roles and responsibilities beyond those found in the governing Departmental directive.

(7) **Authorities and References.** This appendix (preferred) or section lists the pertinent laws, Executive orders, external directives, internal guidance, etc. that inform or provide support for the compliance requirements of a directive. If the list of Authorities and References are lengthy, it is recommended that the information be provided in an appendix to avoid interrupting the readability and flow of the directive. The Authorities and References section applies to DNs, DRs, and sometimes DMs and DGs.

c. **Optional Sections**

DRs, DMs, DNs, and DGs may include the following sections to enhance the clarity of the directive:

(1) **Background.** This section provides a brief summary of the historical information or the circumstance that make the directive necessary.

(2) **Definitions.** This appendix (preferred) or section provides meanings for words and phrases as they are to be interpreted in the context of the directive. Whenever possible, definitions should come from an authoritative, Federal source. If the
definitions are lengthy, it is recommended that the information be provided in an appendix to avoid interrupting the readability and flow of the directive. The definitions provided in Appendix B of DR 0100-001 and in Appendix A of this DM shall be applied consistently as the standard USDA definitions across all Departmental directives and need not be repeated in each one.

(3) **Acronyms and Abbreviations.** This appendix (preferred) section identifies the acronyms and abbreviations used throughout the directive. If an abbreviations section is not utilized, the abbreviation must be explained immediately after the first use in the text of the directive. If the list of acronyms and abbreviations is lengthy, it is recommended that the information be provided in an appendix to avoid interrupting the readability and flow of the directive.

(4) **Compliance.** This section delineates the measures that the OPI, as the policy owner, will proactively and regularly take to monitor, measure, audit, report, and enforce compliance with the provisions of the directive. These elements should also be included or summarized in the Roles and Responsibilities section for the responsible and accountable head, executive, or official with the OPI.

(5) **Policy Exceptions.** This section provides agencies and staff offices with a mechanism to request and receive approval for a policy exception or waiver (with documented justification) which will provide an equivalent or greater level of compliance if significant cost, budgetary, system, staff, procedural, timeline, or other issues arise. Such a mechanism may help reduce or avoid adverse audit findings if compliance issues were to arise. Any granted exceptions or waivers should be documented and require annual review and documented re-approval. A reviewing official for exception requests should be designated by the OPI and reflected in the Roles and Responsibilities section of the directive. Provide a mechanism to consult with or to appeal the reviewing official’s decision to the OPI’s agency head if necessary. If the exception request relates to information technology (IT) or to cybersecurity, consultation with and review and approval by the USDA Chief Information Officer (CIO) and/or the USDA Chief Information Security Officer (CISO) may also be appropriate or required.

(6) **Inquiries.** This section provides contact information for the OPI as an aid to the reader (preferably a central email and/or main telephone number) for end-user policy questions and inquiries. Ensure that the email account is regularly monitored and responded to timely. Do not include individual personnel names and associated telephone numbers or email addresses since they are likely to change often.

d. **Preferred Sequencing of Sections and Appendices**

(1) Masthead (use standard templates)

(2) Table of Contents (except SMs)
(3) Purpose (required section)

(4) Special Instructions/Cancellations (required section)

(5) Background (optional section)

(6) Scope (required section)

(7) Policy (required section for DRs)

(8) Procedures (required section for DMs)

(9) Roles and Responsibilities (required section)

(10) Compliance (optional section)

(11) Policy Exceptions (optional section)

(12) Inquiries (optional section)

(13) Appendix A – Acronyms and Abbreviations (optional)

(14) Appendix B – Definitions (optional)

(15) Appendix C – Authorities and References (required)

(16) Other appendices as applicable

**e. Additional Components of a Directive**

(1) **Masthead.** Only use the standard masthead templates provided on the Departmental Directives or Forms Web sites to ensure Section 508 compliance.

(2) **Table of Contents.**

   (a) Always include a table of contents, unless the directive is an SM, as an aid to the reader. The table of contents must begin on the same page as the masthead.

   (b) Start the table of contents after 3 blank lines below the masthead.

   (c) The left column should be titled with the underlined “Section”.

   (d) The right column should be titled with the underlined “Page”.

   (e) Two lines (after 1 blank line) below the word “Section” list the table of contents.
(f) Start the text of the directive after 3 blank lines below the table of contents.

(3) Tables and Figures. Tables contain text and/or numerical data in column and row form. Figures are any illustration other than tables. Table captions are located above the table, figure captions are located below the graphic.

(a) If used in a directive, tables and figures must include “Alt Text” to be Section 508 compliant.

(b) Both tables and figures must contain a title that clearly describes the content or what is being displayed.

(c) Tables and figures are numbered independent of each other.

(d) The format for a table caption is “Table #. Descriptive title.” (e.g., Table 1. Monthly hiring rate by education level.). The format for a figure caption is the same -- “Figure #. Descriptive title.” (e.g., Figure 1. Population growth in Washington DC.).

(4) Forms. Forms affected by or associated with the directive should be identified by the complete title and number. It is strongly recommended that forms not be included as part of a directive but instead be referenced to in the text and hyperlinked. DM 3020, Departmental Forms Manual provides direction for the creation and posting of Departmental forms.

(5) Reports. Similar to forms, reports affected by or associated with the directive should be identified by the complete title and number.

f. Formatting and Style

(1) Fonts. Other than in the masthead title, Times New Roman 12 is the required font type and size for all directives.

(2) Margins. All of the margins for all pages in a directive must be set at one inch.

(3) Page Numbering

(a) The first page of a directive does not contain a page number; numbering begins on page 2. Pages are numbered consecutively, including pages that contain figures or tables.

(b) For pages that come before the appendices, the page numbers should use Arabic numerals centered one-half inch from the bottom of the page.

(c) For appendix page numbers, the page numbers should be centered one-half
g. **Spacing and Indenting**

1. Single space all text in a directive.

2. Double space (1 blank line) between paragraphs.

3. Triple space (2 blank lines) between numbered sections.

4. In cases where the items in a listing consist of one line each, they may be single spaced; double spacing however is preferred for improved readability and consistent style throughout a directive.

h. **Headings**

1. Section headings must be in all capital letters (except when placed in the table of contents); they should not be underscored or end with a period. Text must not begin on the same line as the section heading.

2. Within each section, as a rule, the first and second level subsections within each section should be given a brief, descriptive heading. It is permissible to use headings at any subsection level, provided each subparagraph within that specific subsection bears a heading. Be consistent.

3. Capitalize the first letter of the first word and all major words in subsection headings. Underline the heading. Close with a period and begin text on the same line unless the heading stands alone.

i. **Section/Subsection Numbering**

1. To properly align each successive subsection level, the tab should be set to align the subsection text 5 spaces from the beginning of the subsection number or letter above it. Sections and subsections should be numbered as follows:

2. Section. Use Arabic numerals followed by a period; i.e., 1., 2., 3., etc. The margin alignment settings are left indent 0” with a hanging indent of .25” (1/4”).

3. First Level Subsection. Use small letters of the alphabet followed by a period; i.e., a., b., c., etc. The margin alignment settings are left indent of .25” (1/4”) with a hanging indent of .31” (5/16”).

4. Second Level Subsection. Use Arabic numerals in parentheses; i.e., (1), (2), (3), etc. The margin alignment settings are left indent of .56” (9/16”) with a hanging
indent of .31” (5/16”).

(5) Third Level Subsection. Use small letters of the alphabet in parentheses; i.e., (a), (b), (c), etc. The margin alignment settings are left indent of .88” (7/8”) with a hanging indent of .31” (5/16”).

(6) Fourth Level Subsection. Use Arabic numerals underlined; i.e., 1, 2, 3, etc. The margin alignment settings are left indent of 1.19” (1-3/16”) with a hanging indent of .31” (5/16”).

(7) Fifth Level Subsection. Use small letters of the alphabet underlined; i.e., a, b, c, etc. The margin alignment settings are left indent of 1.5” (1-1/2”) with a hanging indent of .31” (5/16”).

j. Page Headers.

Page headers are not to be used in Departmental directives other than for white space. No text, logos, or graphics shall appear in page headers.

k. Page Footers.

Page footers are only to be used for page numbers. No other text, logos, or graphics shall appear in page footers.

l. Footnotes.

Footnotes are not to be used in the main body text in Departmental directives.

m. Ending a Directive

To identify the last page of the main body of the directive before the creation of appendices, type "-END-" centered after 2 blank lines below the last line of text in the body of the directive. The “-END-” notation should not be inserted for appendix pages.

4. REFERENCING PROCEDURES

a. To refer to one directive in another directive, use the directive series designator, number, and title the first time the directive is referenced (e.g., Manual). Thereafter, use only the series designator and number (e.g., DR 1010-001).

b. To refer to text within a directive, use the following conventions:

(1) A section: 
Section 6

(2) Several consecutive sections: 
Sections 5 through 9
5. DIRECTIVES CLEARANCE PROCEDURES

a. **Agency/Staff Office Internal Clearance**

(1) The OPI or agency/staff office is responsible for establishing their own internal clearance process. The Departmental process may be used as an example, or the OPI may establish a different process.

(2) The OPI drafts the directive and clears it through their organization’s internal clearance process. Comments received from offices within the organization and other stakeholders should be reviewed, adjudicated, and incorporated as appropriate into the draft directive.

(3) After completing the internal clearance process, the OPI prepares the final draft directive package. The final draft of the directive must:

(a) Be on the appropriate directive masthead form;

(b) Be created using the Department’s enterprise word processing solution;

(c) Comply with the formatting requirements identified in Sections 3 and 5 of this DM; and

(d) Be accompanied by a copy of Form AD-116, Clearance and Approval for
Departmental Issuances and Form AD-3108, Note to Reviewers for Draft Departmental Directives containing the appropriate internal clearance signatures.

(4) The AD-116 should be prepared for formal review as follows:

(5) In “Type of Clearance”, select the type of clearance applicable to the draft directive.

(6) In “Classification Number and Title”, enter the directive’s number, if known, and the exact title of the directive.

(7) In “Originator”, indicate the originator of or point of contact for the directive, the originator’s room number, phone number, e-mail address, and the OPI’s mission area, agency or staff office abbreviation.

(8) In “Clearance Deadline/Distribution”, enter the required clearance date if the directive must be cleared as a rush review.

(9) In “Clearance Originating Organization”, enter the information for the internal reviewing and/or approving officials. The officials entered here are usually people at the Director/Administrator level and the next lowest level, or whatever the appropriate titles may be. Electronic signatures in the “Initials” column are preferred.

(10) In “Other Clearances”, list the following clearance officials in the Organization Abbreviations column:

(a) USDA DDM

(b) Optional Clearance offices

(c) OBPA

(d) OGC

(e) ASA

(f) USDA DDM

(g) OES (Only if a directive needs to be signed by the Secretary)

(11) In “Signature Authority”, identify the title of the approver who will make the final decision to officially approve the directive for publishing.

(12) Once the package is prepared and internal signatures obtained, the OPI electronically transmits the draft directive and the AD-116 via email to the DDM
for processing. Hard copy (paper) documents will not be accepted for formal review except under extreme circumstances.

b. **Directives Clearance – Formal Review**

(1) The DDM will check all items on the Form AD-116 for appropriate clearances and will review the directive for compliance with Departmental formatting requirements, numbering, grammar, clarity, and overlap with existing guidance. The DDM will also check all items on the Form AD-3018 to determine if DR, DM, and DG revision submissions are eligible for the streamlined formal clearance process. Upon completion of the review, the DDM will return the directive package to the OPI if there are issues to be addressed or will transmit the draft directive package to the next formal clearance official.

(2) The DDM is responsible for tracking and managing the draft directive through the formal review process and will keep the OPI informed as to the progress of the directive through the process.

(3) At each step of the formal review process, if a clearance official concurs or non-concurs with comments, the official must document that decision on the AD-116 in the concur/non-concur columns and electronically transmit both the draft directive (with comments) and the updated AD-116 to the DDM. The DDM will return the package to the OPI to address the reviewer’s concerns. When addressing the returned comments, the OPI:

   (a) Determines which comments should be incorporated and revises the draft accordingly; and

   (b) Obtains a second clearance from affected clearance officials if the directive is significantly revised.

(4) Once the outstanding issues are addressed, the DDM will return the draft directive into the formal review process.

(5) When reviewing a draft directive, formal clearance officials should focus their comments on those matters that are within their functional area and do so within their prescribed timeframes (see the table below in Section 5b(6)). Reviewers should focus attention on the impact to the reviewer’s organization when providing comments to the originating office. Comments should be expressed using constructive feedback and provide suggestions for improvement.

Reviewers should review in the light of achieving overall mission through joint cooperation and joint responsibility. In the case of technical manuals, non-technical reviewers should consider that material is intended for individuals with subject matter expertise and may not require that material be written in simpler terms.
Prior to informal or formal clearances, the OPI should meet with their Directives System Liaison Officer (DSLO) to manage, control and coordinate the informal and formal coordination of directives. This will greatly speed the formal process and decrease the chances of last minute non-concurrence or substantive changes.

(6) Formal Clearance timeframes for clearance official reviewers are as follows:

(a) USDA DDM Initial Review – 3 business days

(b) Optional Clearance offices – 3 business days

(c) OBPA – 3 business days

(d) OGC – 10 business days; 5 business days for DR/DM amendments

(e) ASA – 10 business days

(f) USDA DDM Final Review – 3 business days

(g) OES (if to be signed by the Secretary) – 3 business days

(h) Signature Authority – 10 business days

(i) USDA DDM Publication – 5 business days

(j) Formal Clearance Process – 1 calendar year – If a directive has not completed the formal clearance process and secured approval for publication within 1 year, the underlying laws, regulations, and circumstances driving the need for the directive have likely changed in the interim. The directive will be automatically withdrawn from clearance and should be reviewed by the OPI, and if applicable, revised and resubmitted into the formal clearance process.

(7) The OPI and the USDA DDM have the discretion to determine the optional clearance officials. Officials, Mission Areas, agencies, staff offices, and stakeholders that have a direct role or responsibility under or are significantly impacted by the proposed directive are strongly recommended to be clearance offices.

(8) For new DGs, since they do not establish any policy or impose roles and responsibilities beyond those found in the governing Departmental directive, the clearance offices under a streamlined formal clearance process will only include the USDA DDM, stakeholders and affected organizations at Optional Clearance, any additional clearance offices as determined by the DDM, and the Signature Authority.

(9) For existing DRs, DMs, and DGs which are eligible, as determined by the USDA
DDM, for the streamlined amendment clearance process for updates (see Section 6a(1)), formal clearance offices include the USDA DDM and OGC, with additional clearance offices as determined by the DDM, and the Signature Authority.

(10) Formal clearance timeframes for OPIs to adjudicate review comments and incorporate changes into a revised directive in order to timely resume formal clearance are as follows:

(a) Within 5 business days for standard resolution of comments;

(b) Within 20 business days for a mandatory clearance office nonconcurrence requiring remedy; and

(c) Within 4 calendar months for a mandatory clearance office nonconcurrence requiring a rewrite.

(11) If a clearance official needs more time to review a draft directive and cannot meet their time limit, they can request an extension for time to review the document. The request must be made through the DDM with an estimate of time needed to complete the review. The DDM will take the request to the OPI for determination. The OPI has the option to approve the extension or to assume concurrence of the reviewer and have the draft directive moved on to the next formal clearance official. Both the OPI and the clearance official will be notified via email if the extension is approved or if concurrence was assumed.

c. Signature Authority Approval

(1) For DRs, DMs, DGs, and DN: Once all formal clearance officials have completed their reviews and signed off on the AD-116, the DDM returns the draft package to the OPI to finalize the package (i.e., incorporate final edits, remove any margin notes, comments, line numbering, or “Draft” watermarks; check the directive for Section 508 compliance; ensure formatting requirements are met) and prepare the directive for the Signature Authority’s approval. Once the package is finalized, the OPI returns the final package to the DDM to submit it for signature.

(2) The DDM will submit the package to the Signature Authority. The Signature Authority signs, either in ink or electronically, in the designated space at the bottom of the AD 116, signifying approval of the directive as written. The directive itself should not be signed or initialed in any way. There must be a signature on the AD-116 before the directive can be published to the Directives Web page.

(3) Once the final signature is obtained, the signed AD-116 and the final directive are returned electronically to the DDM. The date the Signature Authority signs the AD-116 will be considered to be the effective date of the directive, unless the DDM is directed otherwise by the Signature Authority.
(4) For SMs: Only the Secretary or Acting Secretary can sign an SM and provide approval by signing the original SM and/or the AD-116. The original copy of an SM must be physically signed in blue or black ink. The signature on the SM serves as the Signature Authority signature on the AD-116, but the Secretary/Acting Secretary has the option to sign both documents.

(5) Once the Secretary/Acting Secretary’s signature is obtained, the following documents need to be returned via email to the DDM:

(a) A clean scanned copy of the physically signed and dated SM with the assigned directive number (must be suitable for posting on the USDA Directives Web page);

(b) A clean copy of the SM, in editable enterprise word processing format; and

(c) The AD-116.

(6) The date stamped on the original SM will be considered to be the effective date of the SM, unless the DDM is directed otherwise by the Secretary/Acting Secretary.

d. Publication.

(1) Once a complete directive package has been returned to the DDM, the directive will be converted to PDF and HTML formats for posting on the Directives Web page.

(2) The converted documents will be transmitted to the OCIO Webmaster for posting. Once posting is confirmed, the DDM will verify the quality of the posts. If the documents need to be adjusted in some way, the DDM will ensure the corrections are made.

6. REVISION AND AMENDMENT PROCEDURES

The E-Government Act of 2002, Title 1, proposes that the Internet and other information technologies be used to improve the ability of the Government to achieve agency missions and to promote access to high quality government information and services across multiple channels. The USDA Departmental Directives Web page responds to these requirements by acting as an electronic repository and retrieval system for all Departmental directives. In many cases, this tool eliminates the need for offices to maintain hard copies of directives unless they are required on a regular basis to meet job or mission requirements.

a. DRs, DMs, and DGs

(1) Amendments.

a. Amendments will be published for non-substantive changes and minor
substantive changes that do not add to or modify existing directive policy language or change agency responsibilities from the original directive.

b. In lieu of the formal clearance process set forth in Section 5, amended directives will require that the OPI prepare an AD-116 marked with the term “Amendment”, and the amended pages. This package will be reviewed and approved by the OPI, the DDM and OGC, with additional clearance offices as determined by the DDM, and the Signature Authority. Reviews will be sequential, and will be conducted within the timeframes set out in Section 5b(6) and (7).

c. After the package is signed by all clearing offices on the AD-116, the DDM will return the draft package to the OPI to finalize the package (i.e., incorporate final edits, remove any margin notes, comments, line numbering, or “Draft” watermark; check the directive for Section 508 compliance; ensure formatting requirements are met) and will return the complete directive file containing the amended material electronically to the DDM. The DDM will submit the package to the Signature Authority. Once approval has been obtained, directives will be loaded on the Directives Web page to reflect the date modified. Amendments will be published on the Directives Web page to provide a ready reference to updates in the original directive.

d. The following are illustrative examples of when an amendment versus a revision and reissuance of a DR, DM, or DG is appropriate. Note that these examples do not provide an exhaustive list. Questions about whether to use an amendment or a revision should be directed to the DDM through your organization’s DSLO.

1. Use an amendment for an organizational name change or personnel title change resulting from a realignment.

2. Use an amendment to add language to a DR or DM that clarifies, but does not change, existing policy.

3. Use an amendment for updating website links or updating references to outside sources – e.g., for updating references to the Central Contractor Registry to be references to the System for Award Management.

4. Use an amendment for updating references to the Code of Federal Regulations (CFR) or United States Code (U.S.C.) due to regulations or statutes being moved within those publications.

5. Use an amendment for general updating that does not make significant substantive changes to the text and makes non-substantive changes to 25% or less of the text of the DR, DM or DG.
6 Use a revision or reissuance for general updating that makes significant substantive changes to the text or that makes non-substantive changes to more than 25% of the text of the DR, DM, or DG.

7 Use an amendment for making minor changes to implement revisions of the underlying statutory or regulatory authority. Use a revision and reissuance for more than minor substantive language changes to implement a revision of the underlying statutory or regulatory authority.

8 Use a revision and reissuance for making substantive changes to the policy set forth in the DR, DM, or DG.

9 Use an amendment for making only minor or clarifying changes to roles and responsibilities. Use a revision and reissuance for making more than minor changes to roles and responsibilities. Use a revision and reissuance when adding a role or responsibility for a component that does not have any roles or responsibilities in the existing directive, even if the new role or responsibility is minor.

(2) Revisions.

(a) Completely revise and reissue a DR or DM when major areas in the Policy, Procedures, and/or Roles and Responsibilities sections have modifications that add or substantially modify existing language or change workload from the original directive. For DGs, a revision and reissuance would entail a major or substantive revision in the process, procedures, instructions, standards, or other technical information.

(b) A revision of an existing DR, DM, or DG carries the same classification and serial number, but a new date. In the "Special Instructions/Cancellations" section, state that the new DR, DM, or DG is a revision of and cancels (number), (old date). Explain the nature of the revision in this section or in the "Purpose" section. When there is a complete revision do not use asterisks to identify changes in the text.

(c) A revised DR, DM, or DG will require the OPI to prepare a form AD-116 marked with the term “Revised”, and will follow the procedures for clearance.

b. DNs and SMs

(1) DNs and SMs cannot be amended; they must be reissued if information in the original is in error or omitted. The reissued directive carries the same classification number as the original, along with the same serial number. The new directive cancels the original. In the "Special Instructions/Cancellations" section, state that the new DN or SM cancels the (number) (old date).
(2) A revised DN or SM will require the OPI to prepare a form AD-116 marked with the term “Revised”, and will follow the procedures for clearance set out in Section 5.

7. DISTRIBUTION AND CLASSIFICATION PROCEDURES

a. Distribution System. The USDA Departmental Directives Web page is the official repository for Departmental directives. Departmental directives will be distributed electronically on the USDA Departmental Directives Web page. Departmental directives will be posted on the USDA Departmental Directives Web page within 5 business days of their release.

b. Classification System. The Departmental Directives Classification System is a comprehensive list of USDA's administrative subjects. It is adjusted, expanded, or deleted as needed. It is used in issuing, filing, and referencing Departmental directives. Classification numbers are based on subject matter; they are not reserved for individual organizations. Any USDA agency with a need to write directives on a given subject may do so.

All Departmental directives will be assigned a subject classification number in accordance with the subject classification codes which are contained in this directive.

c. Identifying Codes. All Office of Human Resources Management (OHRM) directives will be assigned a two-part identifying code. The first number consists of a classification code assigned to OHRM within the Departmental Directives System. The second number is a further refinement of the Departmental Directives System within Human Resources based on applicable chapter references from Title 5, Code of Federal Regulations.

Under this system, directives will be numbered using two components; the first component will be the applicable Departmental administrative classification for Human Resources and the second will be the applicable CFR chapter reference. For example, if OHRM issued a new merit promotion plan as an issuance under Promotion and Internal Placement, its classification would be DM 4030-335, broken down as follows: “DM” (indicates it’s a manual) “4030” (“Employment” First component), and “335” (from 5 CFR 335, Promotion and Internal Placement). DRs, DNs, and DGs will be numbered in the same manner, the only difference being the directive type, i.e., DR, DN, or DG.

d. Assigning Classification Numbers.

(1) When More Than One Subject Is Involved. When a directive can be classified under more than one classification number, the OPI should recommend which subject captures the principal message of the directive. Otherwise, the DDM will assign Classification Numbers.
(2) **Within a Directives Series.** Serial numbers will be assigned consecutively within each series.

e. **Changes to the Classification System.** Recipients of Departmental issuances will be notified of any changes to the classification system and given an opportunity to request copies of any new information.

The Department’s Classification system can be found in Appendix F.

8. **FORMS AND TEMPLATES**

Use the following forms to prepare, clear, and issue Departmental directives. These forms are available electronically on the USDA Directives webpage:

a. Form **AD-116, Clearance and Approval for Departmental Issuances**

b. Form **AD-778, Secretary's Memorandum** (first page)

c. Form **AD-811, Departmental Regulation** (first page)

d. Form **AD-812, Departmental Manual** (first page)

e. Form **AD-813, Departmental Notice** (first page)

f. Form **AD-814, Departmental Guidebook** (first page)

g. Form **AD-3108, Note to Reviewers for Draft Departmental Directives**

9. **INQUIRIES**

All USDA agencies and staff offices shall direct questions and inquiries regarding this DM and the companion DR 0100-001 to the DDM via email at **OCIO-PD@ocio.usda.gov**.

-END-
APPENDIX A

DEFINITIONS

a. **Agency.** Organizational units of the Department, other than staff offices as defined in paragraph u below, whose heads report to officials within the Office of the Secretary, Deputy Secretary, Under Secretaries, Assistant Secretaries, and Assistant to the Secretary.

b. **Agency Directives.** Issuances that originate within Department agencies or staff offices as interpretations of internal or external directives, or enabling legislation.

c. **Amendment.** An amendment is used for general updating that makes non-substantive or only minor substantive changes to 25 percent or less of the text of an existing DR, DM, or DG; e.g., for an organizational name change or personnel title change resulting from a realignment; to add language to the directive that clarifies, but does not change, existing policy or roles and responsibilities; for updating Web site links or updating references to external sources; or for updating references to the Code of Federal Regulations (CFR) or United States Code (U.S.C).

d. **Camera Copy.** The final approved version of a directive that is ready for reproduction.

e. **Classification.** The arrangement of directives into categories and subcategories according to their subject matter. In the Departmental Directives System, categories are identified and their subdivisions logically related by a numbering system.

f. **Classification Code.** A 4-digit number (7-digits for some specialized OHRM directives to align with overarching OPM guidance) indicating the basic subject matter of a specific directive; e.g., code 1041 indicates that the subject of a directive is committee management.

g. **Classification Number.** The number that uniquely identifies each Departmental directive. It consists of a series designator, a classification code, and a 3-digit serial number; e.g., DR 1041-001 would be the first Departmental Regulation on committee management.

h. **Codification.** The issuance of a directive, appropriately numbered, in permanent form, or the conversion of a temporary directive to permanent issuance.

i. **External Directives.** Federal regulations, Executive Orders, or other issuances that originate outside USDA but may apply to USDA operations.

j. **Format.** The design of directive pages for positioning constant information such as directive number, subject, OPI, date, page number, margins, etc.
k. **Head.** Agency Administrator or office director, or the person acting as head.

l. **Mandatory Clearance Office.** A clearance office that directives must be cleared through prior to issuance.

m. **Mission Area.** A group of agencies with related functions that report to the same Under or Assistant Secretary. Research, Education, and Economics (REE) is an example of a mission area.

n. **Office of Primary Interest (OPI).** The office responsible for the origination and content of a directive related to a particular function or program.

o. **Office of the Secretary.** This term includes the immediate office of the Secretary, the Deputy Secretary, the Under and Assistant Secretaries.

p. **Rescission.** The cancellation of a directive.

q. **Revision.** A revision or reissuance is used for general updating in which more than minor substantive changes are made or more than 25 percent of the text of a DR, DM, or DG is changed; for language changes necessitated by the revision of underlying statutory or regulatory authority; for making substantive changes to the policy set forth in the directive; or for making changes to agency and staff office and other stakeholder responsibilities set forth in the directive.

r. **Secretary.** The Secretary of Agriculture.

s. **Series Designator.** A 2-letter alphabetical abbreviation indicating the Series of a particular Departmental directive (e.g., DR, DM, DN, DG, SM).

t. **Signature Authority.** The office/person that approves the directive in accordance with delegated authorities and assigned functions.

u. **Staff Office.** Departmental administrative offices whose heads report to officials within the Office of the Secretary.

u. **Stakeholder.** An official, mission area, agency, staff office, or component with a defined role and responsibility or vested interest in a Departmental directive.
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>AD</td>
<td>Agriculture Department (for Departmental forms use only)</td>
</tr>
<tr>
<td>ASA</td>
<td>Assistant Secretary for Administration</td>
</tr>
<tr>
<td>ASCR</td>
<td>Assistant Secretary of Civil Rights</td>
</tr>
<tr>
<td>CFR</td>
<td>Code of Federal Regulations</td>
</tr>
<tr>
<td>CIO</td>
<td>Chief Information Officer</td>
</tr>
<tr>
<td>CISO</td>
<td>Chief Information Security Officer</td>
</tr>
<tr>
<td>DDM</td>
<td>Departmental Directives Manager</td>
</tr>
<tr>
<td>DG</td>
<td>Departmental Guidebook</td>
</tr>
<tr>
<td>DM</td>
<td>Departmental Manual</td>
</tr>
<tr>
<td>DN</td>
<td>Departmental Notice</td>
</tr>
<tr>
<td>DR</td>
<td>Departmental Regulation</td>
</tr>
<tr>
<td>DSLO</td>
<td>Directives System Liaison Officer</td>
</tr>
<tr>
<td>HTML</td>
<td>HyperText Markup Language</td>
</tr>
<tr>
<td>IT</td>
<td>Information Technology</td>
</tr>
<tr>
<td>OBPA</td>
<td>Office of Budget Program and Analysis</td>
</tr>
<tr>
<td>OC</td>
<td>Office of Communications</td>
</tr>
<tr>
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<td>Office of the Chief Information Officer</td>
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<td>Office of the Executive Secretariat</td>
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<td>Office of the General Counsel</td>
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<tr>
<td>OHRM</td>
<td>Office of Human Resources Management</td>
</tr>
<tr>
<td>OPI</td>
<td>Office of Primary Interest</td>
</tr>
<tr>
<td>PDF</td>
<td>Portable Document Format</td>
</tr>
<tr>
<td>SM</td>
<td>Secretary’s Memorandum</td>
</tr>
<tr>
<td>USDA</td>
<td>United States Department of Agriculture</td>
</tr>
</tbody>
</table>
APPENDIX C

AUTHORITIES AND REFERENCES


GSA, GSA Governmentwide Section 508 Accessibility Program Web site

Labor Management Relations, 5 U.S.C. 71

Section 508 of the Rehabilitation Act of 1973, 29 U.S.C. § 794 (d), as amended

USDA, Departmental Directives Web Page

USDA, Template for Departmental Regulation

USDA, Template for Departmental Manual

USDA, Template for Departmental Notice

USDA, Template for Secretary’s Memorandum

USDA, DR 0100-001, Departmental Directives System

USDA, DR 4030-001, Section 508, September 8, 2014

USDA, DR 4300-004, Civil Rights Impact Analysis, October 17, 2016

USDA, Departmental Forms Web Page

USDA, AD-116, Clearance and Approval for Departmental Issuances

USDA, AD-778, Secretary’s Memorandum

USDA, AD-811, Departmental Regulation

USDA, AD-812, Departmental Manual

USDA, AD-813, Departmental Notice

USDA, AD-814, Departmental Guidebook

USDA, AD-3108, Note to Reviewers for Draft Departmental Directives

USDA, Directives Contacts Web Page
APPENDIX D

SAMPLE LAYOUT: DEPARTMENTAL DIRECTIVE (DN, DR, DM)

U.S. DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C. 20250

DEPARTMENTAL MANUAL

<table>
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<tr>
<th>Subject: Preparing Departmental Directives</th>
<th>Number: DM 0100-001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: XXXX XX, 2017</td>
<td>OPI: Office of the Chief Information Officer</td>
</tr>
</tbody>
</table>

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1. PURPOSE

This Departmental Manual (DM) establishes the procedures for preparing, coordinating, submitting, and distributing temporary and permanent Departmental Directives as described in Departmental Regulation (DR) 0100-001, Departmental Directives System.
APPENDIX E

SAMPLE LAYOUT: SECRETARY’S MEMORANDUM

U.S. DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20250

SECRETARY’S MEMORANDUM 1076-####
October 5, 20####

Lorem Ipsum Dolor Sit Amet

1. PURPOSE
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut
labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco
laboris nisi ut aliquip ex ea commodo consequat.

2. ACTIONS ORDERED
Diam phasellus vestibulum lorem sed. Nulla aliquet enim tortor at auctor urna nunc. Ultricies
integer quis auctor elit sed vulputate mi:

3. INCIDENTAL TRANSFERS
Scelerisque viverra mauris in aliquam sem. Lorem ipsum dolor sit amet. Quam lacus
suspendisse faucibus interdum posuere lorem ipsum. Faucibus et molestie ac feugiat sed
lectus.

4. EXISTING DIRECTIVES
Ac turpis egestas integer eget aliquet nibh praesent tristique magna. Maecenas ultricies mi
eget mauris.

5. EFFECTIVE DATE AND TERMINATION
Nibh praesent tristique magna sit amet purus gravida quis. Mi quis hendrerit dolor magna
egest est lorem ipsum dolor. Aliquet nibh praesent tristique magna sit amet.

Signature
Secretary of Agriculture
APPENDIX F
DEPARTMENTAL DIRECTIVES CLASSIFICATION SYSTEM

0100 DEPARTMENTAL DIRECTIVES SYSTEM

0100 Procedures for Preparing Departmental Directives
0110 Directive Systems Management and Operation
0120 Classification
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3070 Micrographics Management

3080 Records Disposition

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